

(5) Maintain required documentation and ensure data processing support specified by governing Fleet Modernization Program (FMP), 3M, and on board maintenance management systems instructions.

(6) Provide necessary support to TYCOMs, SYSCOMs, and PERA CV in matters relating to FMP, ship's maintenance, and 3M requirements.

(7) Act as the specific point of coordination between the ship and industrial activities; provide other services as directed by TYCOM instructions.

(8) Manage and coordinate the ship's quality assurance program and production control services as established by applicable directives.

(9) Manage the operation of the Maintenance Support Center.

c. ORGANIZATIONAL RELATIONSHIPS. The Maintenance Management Officer will report to the Commanding Officer for matters pertaining to command policy and performance. He reports to the Executive Officer on administrative matters. Under the direct supervision of the Executive Officer, the Maintenance Management Officer oversees and is responsible for the 3M coordinator's management of the ship's 3M program.

350. DEPARTMENT ORGANIZATION

a. Figure 3-3 illustrates the standard organization of a department and the lines of authority and relative position of the officers. For the lower echelons of the organization, the structure must be expanded or combined to fit the needs of the unit.

b. Functional guides in this chapter generally apply to all units. However, some units may find the prescribed responsibilities are not carried out as indicated. These general guides may be modified to suit particular needs. Type commanders may generate guides for specific department heads to supplement the general guides, thus detailing the functions and requirements for specific type commands.

351. DEPARTMENT DUTY OFFICER

a. GENERAL DUTIES. The department duty officer will be the officer or petty officer with the day's duty in port who

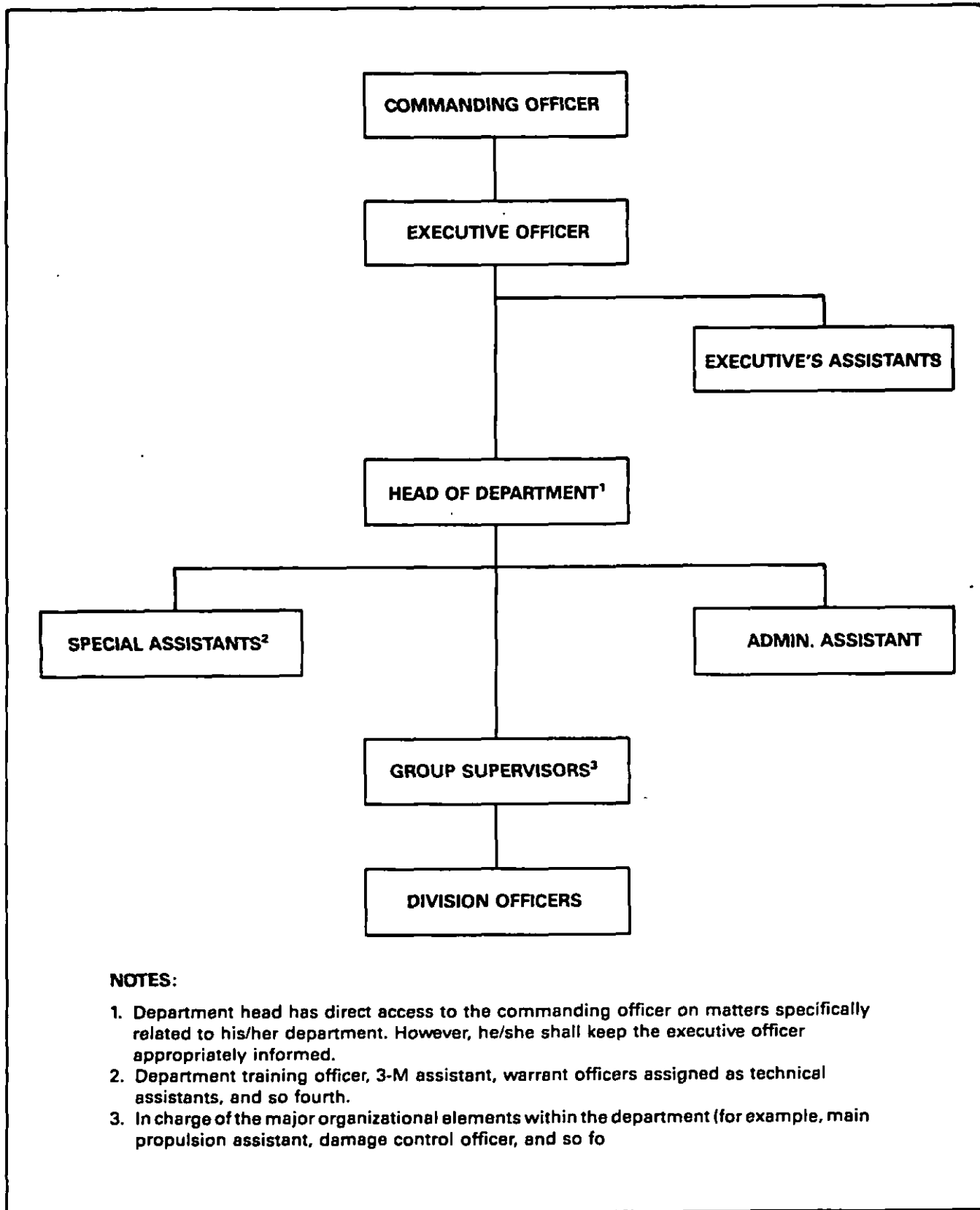


Figure 3-3. Department Organization

represents the head of department and is responsible for the functioning of the department.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The department duty officer will:

(1) Carry out the functions of the head of the department in his/her absence.

(2) Make frequent inspections of departmental spaces to ensure physical security and good order and discipline.

(3) Make reports to the Command Duty Officer or the Executive Officer, as required.

(4) Perform other assigned duties.

c. ORGANIZATIONAL RELATIONSHIPS. The department duty officer will report to the Command Duty Officer for the functioning security, good order, and discipline of the department and to the head of the department for functional direction and assignment to watches. Members of the department will report to him/her as prescribed in the department organization plan.

360. DIVISION ORGANIZATION. The functional guides in this section are general and apply to a division officer and any assistants in all types of units. When developing departmental organization manuals, department heads should prepare supplementary guides for each division officer, setting forth the responsibilities and relationships for each assignment in the department. In smaller divisions, the functions of the division junior officer and division training assistant may be assigned to a petty officer or be assumed by the division officer. Figure 3-4 illustrates the basic organization of a division. The organization may be modified to meet the needs of particular divisions.

361. DIVISION OFFICER (DO)

a. BASIC FUNCTION. A division officer will be assigned by the Commanding Officer to command a division of the unit's organization.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. A division officer will:

(1) Be responsible, under the head of the department, for the duties assigned to the division and for the conduct of subordinates, following regulations and orders of the Commanding Officer and other superiors.